

**BUSINESS AND PLANNING ACT 2020**  
**APPLICATION FOR A PAVEMENT LICENCE**

Anyone who serves food and/or drink (including alcohol) may apply to Licensing for a Pavement Licence. The Pavement Licence would authorise the Licence Holder to put removable furniture on part of the highway adjacent to the premises. All applications must be submitted via email.

**Applicant Details:**

Title  Forename(s)

Surname

Home Address

Postcode  Tel No:

Email Address:

All correspondence in relation to this application will be made via email

**Details of the premises to which this application relates:**

Name of Premises

Address

Postcode  Tel No of Premises:

Are you the:

Freeholder  Leaseholder  Licensee  Tenant  Other

If you are not the freeholder of the premises, please give their details:

Title:  Forename(s)

Surname

Address

Postcode  Tel No

**Describe the nature of the business at the premises to which this application relates**

**Is the premises licensed under the Licensing Act 2003?** Yes  No

Premises Licence Number  Name of Licensee

**Please indicate the proposed days and times of operation**

	Time from	Time until
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

**Please provide a brief description of where the tables and chairs will be located in relation to the premises (this should also be detailed on the plan). Please include how many pieces of furniture will be placed.**

**Will the tables and chairs be removed from the highway outside the hours specified above?**

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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**Please provide details of your public liability insurance that provides cover of at least £5million per incident**

Name of Insurance Company:

Level of Cover:	<input type="text"/>	Policy No:	<input type="text"/>
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**I can confirm that I have enclosed the following:**

- a) The fee
- b) A site plan drawn to scale with measurements of how far the Pavement Licence would intrude onto the highway (this should include the locations of any tables and chairs, including the quantity)
- c) Photographs showing the type of furniture, umbrellas etc. to be placed on the highway
- d) A written specification describing details, materials and colours (these could be notes on a drawing) and details of any other equipment or furniture to be used, such as fencing and heaters
- e) A COVID-19 risk assessment
- f) A certificate of public liability insurance that provides cover of at least £5,000,000 per incident

I hereby confirm that I can meet the criteria needed to obtain a licence. I understand that my application will not be processed until Licensing have received the full fee and all the required supplementary documents. It is my responsibility to make sure that all information is complete and correct. It is also my responsibility to ensure my application is advertised by placing a notice at the premises, as specified by the Licensing Authority.

Signature  Date

Print Name

**I hereby certify that to the best of my knowledge and belief all of the above particulars are true. I hereby authorise the details of the aforementioned business, including; the name of licence holder; business name; address; contact telephone number; and licence expiry details being published on a Public Register which will be made available on North Lincolnshire Council's website.**

Applicant Signature  Date